



North Carolina Department of Public Safety

Human Resources

Beverly Eaves Perdue, Governor
Reuben F. Young, Secretary

Bennie Aiken, Chief Deputy Secretary
Alvin G. Ragland, Director

To: Agency Human Resource Contacts

From: Alvin G. Ragland
Human Resources Director

Date: June 13, 2012

Subject: BEACON/SAP Unavailability

As of Monday, July 9, 2012, the three former agencies that now comprise the Department of Public Safety (DPS) will be formally established as one agency in BEACON/SAP. In order to make this transition, certain BEACON functions will not be available prior to this rollover.

System Actions

BEACON/SAP will be down prior to the July 9 rollover for actions requiring a PCR. The following actions cannot be worked in BEACON from Thursday, June 21 - Sunday, July 8:

- Hiring actions,
- Appointment changes and
- OM (position) actions such as position transfers and reallocations.

Since hiring actions cannot be entered into the system from June 21- July 8 there will be a delay in accessing the time entry and on-line benefit enrollment screens for employees that come to work during this period. Also note that new hire actions cannot be worked in advance of an employee's start date.

The following actions cannot be worked in BEACON from Monday, June 25, after 11:00 AM until Sunday, July 8.

- Leave of Absence (LOA),
- LOA reinstatements and
- Separations.

Note that changes may be made to the system using the PO13 and PA30 transactions.

Time and Leave Entries

To ensure a smooth transition to the new DPS org unit in BEACON, time entries should be up-to-date. The agency standard is the weekly entry and approval of time entry via ESS/MSS or a Time Administrator.

Fiscal Year-end Issues

Due to standard end-of-year processing, no BEACON actions can be worked in this fiscal year with an effective date in next fiscal year (July 1, 2012 - June 30, 2013). If you have any questions, please contact central HR representative or your Regional Employment Office.

AG/AB

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